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## EXECUTIVE ORDERS > 1-20

### No. 1-20: Racial, Ethnic and Gender Slurs (Effective Date 2.16.98)

#### 1. PURPOSE

To provide a fair and equitable work environment for all employees.

#### 2. BASIS

Federal, state and local legislation and Mayor's Policy Statement on Affirmative Action dated December 14, 1982.

#### 3. SCOPE

This policy applies to all city of Houston employees and supersedes any former City of Houston policy, procedure or directive.

#### 4. POLICY

It is the policy of the city of Houston that employees shall not verbally, non-verbally or illustratively:

A. Utilize racial, ethnic or gender slurs or connotations towards another employee. A slur is defined as a remark, language, illustration, or other media including but not limited to jokes and pornography, which degrade an individual's race, gender or national origin.

B. Create an intimidating, hostile or offensive working environment by such conduct.

Any employee who believes he or she has been the subject of the above should report the alleged act immediately to his/her supervisor or manager and to the Affirmative Action office.

#### 5. COMPLIANCE

Adherence to the above is mandatory. Any employee who fails to comply with this policy is subject to disciplinary action up to and including discharge.

Supervisors or managers who fail to act on allegations or evidence of discrimination

based on race, ethnicity or gender shall be considered for disciplinary action.

#### 6. EXCEPTIONS

Policy exceptions and/or violations shall be brought to the attention of the Director of the Affirmative Action office of the Mayor's office for investigation and recommended course of action.

#### 7. DEPARTMENT AMPLIFICATION

If appropriate, a department may make department specific amplifications.

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